



Board Agenda Item 38

DATE: August 4, 2020

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director Internal Services/Chief Information Officer

SUBJECT: Amendment to the Master Schedule of Fees, Charges, and Recovered Costs
Section 3800 - General Services

RECOMMENDED ACTION(S):

Conduct second hearing on and adopt the Master Schedule of Fees, Charges, and Recovered Costs Ordinance by amending Section 3800 - General Services, subsections 3804 - Badge Identification, 3809 - Fleet Labor, 3810 - Motor Pool, 3811 - Fuel Tank Inspection, 3812 - Building Maintenance Labor and 3813 - Janitorial Labor; and waive the reading of the Ordinance in its entirety.

Approval of the recommended action will revise Section 3800 - General Services of the Master Schedule of Fees, Charges, and Recovered Costs (MSF) Ordinance, allowing Internal Services Department (ISD) - Security, Fleet, and Facility Services to recover costs of certain services provided to user departments and other public agencies. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board may direct ISD staff to leave current fees, or a portion of current fees, unchanged or propose alternative fees, however, these alternatives may not recover full costs of services.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Charging the proposed rates for services rendered to user departments and other public agencies will result in the collection of a portion of the revenues needed to operate three separate Internal Services Funds (ISF) for FY 2020-21. Those funds are:

Fund 1000, Fleet Services, Org 8910 - 8911
Fund 1035, Security Services, Org 8970
Fund 1045, Facility Services, Org 8935

The rate increases, which range from 3.68% to 17.11%, are due to a variety of factors, including salary and benefit increases, and necessary replacement of outdated equipment.

DISCUSSION:

On June 23, 2020, your Board conducted the first hearing on the recommended updates to the Master Schedule of Fees for Section 3800 - General Services, as summarized in Exhibit A.

The proposed amendments to the Ordinance, if adopted by your Board, would update rates for Section 3800 - General Services, subsections 3804 - Badge Identification Rate, 3809 - Fleet Labor Rate, 3810 - Motor Pool Rate, 3811 - Fuel Tank Inspection Rate, 3812 - Building Maintenance Labor Rate and 3813 - Janitorial Labor Rate. Attachment A, Summary of Proposed Revisions of Fees, illustrates a comparison between the proposed rates and the corresponding rates for the two preceding budget years (FYs 2018-19 and 2019-20) for those subsections recommended for amendment.

Subsections 3801 and 3802 of Section 3800 will remain unchanged.

Increases in labor rates for staff for Fleet Repair, Building Maintenance, Security, and Janitorial Services lead to changes from the current rates to the recommended increased rates.

The recommended rates, including their calculation, and methodology applied for cost recovery have been reviewed and approved by the Auditor-Controller/Treasurer-Tax Collector. If adopted by your Board, the recommended rates will take effect September 3, 2020.

REFERENCE MATERIAL:

BAI #7, June 23, 2020

ATTACHMENTS INCLUDED AND/OR ON FILE:

Exhibit A
Ordinance

CAO ANALYST:

Sonia M. De La Rosa